



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520  
Ser 09N2/2U532654

OCT 24 2002

From: Chief of Naval Operations

Subj: DEFENSE SECURITY SERVICE PERSONNEL SECURITY  
INVESTIGATION (PSI) REQUEST PRIORITY CODES

Ref: (a) NAVADMIN 085/02 DTG 292359Z of Mar 02  
(b) OASD (C3I) memo of 17 Jul 02 (NOTAL)  
(c) SECNAVINST 5510.30A

1. Reference (a) provided PSI request priority codes. Reference (b) provided revised prioritization policy. As directed by reference (b), effective immediately, PSI requests directed to the Defense Security Service (DSS) will only include priority coding when access cannot be granted or continued without completion of the investigation. Investigative priorities fall into nine categories and apply to both initial investigations and periodic reinvestigations. The codes are as follows: Priority Code 11 - Presidential Support (Yankee White), Priority Code 12 - Sensitive Compartmented Information (SCI), Priority Code 13 - Special Access Program, Priority Code 14 - Presidential Transition, Priority Code 15 - Personnel Reliability Program, Priority Code 23 - State Department investigations for contractor personnel employed in the construction of US Embassies, Priority Code 25 - Contractors being deployed to support contingency or wartime operations, for example, contract linguists who possess a critical skill in support of a DoD contingency mission, Priority Code 26 - Single Integrated Operations Plan - Extremely Sensitive Information (SIOP-ESI) and Priority Code 27 - NATO/SHAPE commands/organizations. ✓

2. Priority codes will be entered in the two-position data field "Special Project Code" on the Security Officer certification screen of the Electronic Personnel Security Questionnaire (EPSQ) version 2.2 or higher. This two-position data field will remain blank for those PSI requests which do not fall under one of the above nine priority codes, and in all cases when access can be granted or continued without a completed investigation. ✓

3. These codes do not apply to PSI requests submitted to the Office of Personnel Management (OPM). ✓

4. Submission of a request for a PSI will be based on duty or position requirements and need-to-know for access to classified information. Duplicate and inaccurate PSI requests negatively affect overall budget planning. It is

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imperative that command security managers only submit valid, accurate PSI requests, based on reference (c) requirements

5. In order to expedite dissemination of this policy, please distribute this memorandum to your subordinate commands or refer your subordinate commands to our web site at [www.navysecurity.navy.mil](http://www.navysecurity.navy.mil).

6. The CNO (N09N2) point of contact for this matter is Mrs. Paula Gage, who can be reached at (202) 433-8853 or DSN 288-8853, email: [pgage@ncis.navy.mil](mailto:pgage@ncis.navy.mil). Detailed guidance for requesting PSI's can be found on the CNO (N09N2) web site at [www.navysecurity.navy.mil](http://www.navysecurity.navy.mil).



M. F. BROWN  
Assistant for Information  
and Personnel Security

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OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
6000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-6000

July 17, 2002

MEMORANDUM FOR DISTRIBUTION

SUBJECT: DoD Personnel Security Investigative Priorities

On December 26, 2000, Office of the Assistant Secretary of Defense (Command, Control, Communications and Intelligence) OASD(C3I), issued a memorandum implementing the new DoD prioritization policy, which is rescinded upon receipt of this memorandum. Since its implementation about 18 months ago, it became clear that the prioritization policy required updating and revision to ensure its compatibility with the DoD strategic plan goals of 75, 90 and 120-day lapse times for NACLCs, SSBIs, and SSBI-PRs. For example, the memorandum did not specifically cover periodic reinvestigations, which may need to be prioritized. The Defense Security Service (DSS) convened a meeting with DoD policy representatives to devise a simpler, more rational prioritization policy that would be consistent with the DoD strategic plan goals. This has been accomplished by eliminating the previous four priority tiers and collapsing them into one basic tier of nine priority investigation categories. The attachment reflects how the policy will look in the forthcoming revision to DoD 5200.2-R.

Priority submissions under this memorandum require that DSS not use averages in their lapse time calculations, but rather complete them on or before the agreed upon strategic plan completion times. Requesters must code investigations as a priority only when the subject falls into one of the nine categories listed at the attachment and access cannot be granted or continued without completion of the investigation. Investigations with leads pending overseas or at another agency may preclude DSS from accomplishing the priority suspenses 100% of the time. DSS will meet the strategic plan average completion time goals stated above for all non-priority cases not involving overseas leads or pending at another agency.

Investigations requiring faster completion times than the priority suspenses listed at the attachment, such as Yankee Fellows, must be approved on a case-by-case basis by DSS in consultation with this office as appropriate. All priority codes will be entered in the appropriate block of EPSQ Version 2.2. The policy contained in this memorandum is effective upon receipt.

Please direct any questions you may have on this matter to Ms. Charleen Wright, (703) 697-3039 or Mr. Jeff Flora of DSS at (410) 865-2623.

  
Carol A. Haave  
Deputy Assistant Secretary of Defense  
(Security and Information Operations)

Attachment  
As stated



~~DSB Super 703-697-4038~~

AP9. APPENDIX 9INVESTIGATIVE PRIORITIESAP9.1. GENERAL

AP9.1.1. Investigative priorities fall into nine categories and apply to both initial and periodic reinvestigations.

AP9.1.2. Requesters must be judicious in assigning priorities, ensuring use only when access cannot be granted or continued without completion of the investigation.

AP9.1.3. DoD Components shall ensure compliance by requesters with all appropriate prioritization requirements and ensure priority treatment of cases by the CAF.

AP9.1.4. Priority cases submitted to DSS must contain the two-position code (EPSQ 2.2) and will be conducted within specified timelines. The cases are to be completed on or before the number of days indicated. Investigations with leads pending overseas or at another agency may prevent timely completion of these priority cases.

AP9.1.4.1. NACLC -- 75 days; NACLC-PR -- 120 days

AP9.1.4.2. SSBI -- 90 days; SSBI-PR -- 120 days.

AP9.1.4.3. SII -- 90 days

Investigations requiring faster completion times than the priority case timelines must be approved on a case-by-case basis.

AP9.1.5. Priority cases submitted to OPM must indicate service level needed i.e., 35-day service, 75-day service, or 120-day service. There is an increased cost for 35-day service.

AP9.2. PRIORITY INVESTIGATIONS AND CODES

Priority Codes	Type of Priority Investigation
11	Presidential Support (Yankee White)
12	Sensitive Compartmented Information (SCI)
13	Special Access Programs (SAPs)
14	Presidential Transition
15	Personnel Reliability Programs (PRP)
23	State Department investigations for contractor personnel employed in the construction of U.S. embassies
25	Contractors being deployed to support contingency or wartime operations, for example, contract linguists, who possess a critical skill in support of a DoD contingency mission.
26	Single Integrated Operational Plan -- Extremely Sensitive Information (SIOP-ESI)
27	NATO/SHAPE commands/organizations